



**Court Services and Offender Supervision Agency  
for the District of Columbia**

*Office of the Associate Director  
Community Supervision Services*

DATE: February 6, 2003

TO: Branch Chiefs  
Supervisory Community Supervision Officers

FROM: Thomas H. Williams, Associate Director  
CSS

RE: Offender Weekends in Jail

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*Please refer to the attached correspondence dated December 30, 2002 referencing the above topic.*

This correspondence serves as additional guidance for supervising felony cases in which the offender has been ordered by the sentencing judge to serve a term of confinement, or "week-ends in jail". As stated in the December 30<sup>th</sup> correspondence, sentenced felons who are granted a term of probation with a stipulation of week-ends in jail are no longer the responsibility of the D.C. Department of Corrections and thus, can not present themselves to the D.C. jail to serve their time. Pursuant to the Revitalization Act, the Federal Bureau of Prisons (BOP) is responsible for detaining these offenders in one of their designated federal facilities.

Staff who are supervising felony offenders sentenced to serve weekends in jail are to fax a cover letter/memo (counter-signed by his/her supervisor) requesting week-end confinement as a condition of probation to the attention of:

Mr. Randy White, Community Corrections Specialist  
Federal Bureau of Prisons  
Community Corrections Office  
(Fax) 301-317-3138  
(Voice) 301-317-3233

That fax should include **the offender's name, date of birth, PDID/DCDC identifier, address, Judgment and Commitment Order, and PSI**. If the offender's PSI is not available, you will need to make sure that you include **the offender's social security number and place of birth**.

The offender must be made aware that he/she will be responsible for his/her own transportation to and from the designated facility each weekend. The offender must also be aware that the BOP maintains a zero tolerance policy, therefore that if they do not report as ordered for a week-end, they will not be allowed to return the following week. In which case, the Court shall be notified of the violation within two business days and a Show Cause Hearing shall be requested.

If staff encounters any difficulty with this process, they are to contact Special Assistant Erika Evans (202-585-7356) who will immediately provide the necessary support. Our goal in this matter is to maintain timely and effective communication with the decision-making officials and to ensure case compliance.

Please contact Deputy Associate Director McKinley Rush if you have any questions concerning this guidance.

cc: Ms. Adrienne Poteat, Deputy Director  
Mr. McKinley Rush, Deputy Associate Director, CSS

Information copy: Mr. George Pruden, General Counsel  
Ms. Christine Keels, Executive Assistant